



## Appendix M Forms

### 2005 Mobilization Plan

---

The following forms are found in this section. They are available by contacting your Regional Coordinator or the Emergency Mobilization Section (360) 753-0498 or (360) 753-0565.

<b>Form Name:</b>	<b>Used For / By:</b>
Mobilization Request	Fire Chief to request Mobilization
Regional Resource Availability	Regional Coordinators
Agency Reimbursement Invoice	Agencies seeking reimbursement for personnel
Individual Time Record	Agencies – attaches to Agency Reimbursement Invoice
Expense Claim Invoice	Anyone submitting a claim for expenses
Injury / Exposure Report	Anyone who is injured or exposed to a hazard
Loss/Damaged Equipment	Used to record loss or damage to equipment
Mobilization Manifest	Anyone Responding to a Mobilization
Sample Delegation of Authority	Local Fire Chief
Sample Agency Administrator In-Brief	Local Fire Chief
Model Agreement – For Temporary Employees	Local IAFF and Agency
Sample Resolution for Compensation	Agency
WSP Waiver	Anyone being reimbursed by Mobilization
IRSS / ITS Check In-Form	Anyone responding to a Mobilization
After Action Review	Anyone participating in a Mobilization
Mobilization Common Question Guideline	Anyone participating in a Mobilization



Washington State Patrol  
Delegation of Authority  
Form  
2005 Mobilization Plan

---

**DELEGATION OF AUTHORITY**

To: \_\_\_\_\_ Incident Commander Name

From: \_\_\_\_\_ Agency Administrator

Incident Number WA-WFS- Incident Name: \_\_\_\_\_

- ☐ You have full authority and responsibility for incident management activities and all other activities associated with the incident under your command within the framework of the law.
- ☐ Your primary responsibility is to organize and direct your assigned resources towards safe, efficient, and cost effective suppression/mitigation of the incident.
- ☐ Specific directions for the \_\_\_\_\_ (Incident name) are as follows:
- Priority for protection is in ranked order, life, resources and property.
  - Provide a written safety plan for the incident.
  - Prepare a back-up plan of control in the event that the initial control plan fails.
  - All personnel are to receive a 2 to 1 work rest ratio. Preferred is a twelve-hour rest for all line personnel. Application is for the base camp as well as the line. Be mindful of the local crews when implementing this directive. All personnel that exceed 16 hours in a single shift are to be signed off by the Incident Commander.
  - Request for increases and decreases of the force need to be coordinated with the Washington State Patrol, Fire Protection Bureau's, Mobilization Section.
  - Incident will support Initial Attack. If resources are needed on another incident, you will release them for initial attack in order to prevent other incidents from developing into large incidents.



**Washington State Patrol  
Delegation of Authority  
Form  
2005 Mobilization Plan**

---

- Keep incident specific directions to avoid towns or at-risk areas.
- Prevent the spread of the incident (provide specific directions):
- Additional specific instructions:
- Specific constraints, issues, opportunities or requirements (legal, political, local resources, landowners, other agencies, land use, etc.):
- Other:

Signed: \_\_\_\_\_ Agency Administrator

Signed: \_\_\_\_\_ Incident Commander

Date: \_\_\_\_\_ Time: \_\_\_\_\_



**Washington State Patrol  
Agency Administrator In-Briefing  
State Fire Resource Mobilization  
2005 Mobilization Plan**

---

**Agency Administrator In-Briefing**

**To:** \_\_\_\_\_ **Incident Commander Name**

**From:** \_\_\_\_\_ **Chief of** \_\_\_\_\_ **(Fire Jurisdiction)**

**Subject:** \_\_\_\_\_ **Incident Name**

**Incident Number** WA-WFS- \_\_\_\_\_

- ☐ You have full authority and responsibility for managing the fire suppression activities and all other activities associated with the fire under your command within the framework of the law.
- ☐ Your primary responsibility is to organize and direct your assigned resources towards safe, efficient, and cost effective suppression/mitigation of the fire.
- ☐ \_\_\_\_\_ of the Office of State Fire Marshal is assigned as Agency Representative for Washington State Patrol on the \_\_\_\_\_ (Incident name) and should be contacted for any questions regarding finance or resources (except normal ordering).
- ☐ Specific directions for the \_\_\_\_\_ (Incident name) are as follows:
  - Priority for protection is in ranked order, life, resources, and property.
  - Having an escape plan for the fire.
  - Prepare a back-up plan of control in the event that the initial control does not hold.
  - All fire line personnel are to receive a 2 to 1 work rest ratio. Preferred is a twelve-hour rest for all line personnel. Application is for the base camp as well as the fire line. Be mindful of the local crews when implementing this directive. All personnel that exceed 16 hours in a single shift are to be signed off by the Incident Commander and reviewed with \_\_\_\_\_, Agency Representative for the Washington State Patrol.
  - Increases and decreases of the fire force need to be coordinated with the State Fire Marshal's Office staff located at the State EOC.
  - Incident will support Initial Attack. If resources are needed on another fire, you will release them for initial attack in order to prevent other fires from developing into large incidents.



## Washington State Patrol Agency Administrator In-Briefing State Fire Resource Mobilization 2005 Mobilization Plan

---

- Keep the fire specific directions to avoid towns or at-risk areas.
  - Prevent the spread of the fire specific directions again.
  - Additional specific instructions:
  - Specific constraints, issues, opportunities, or requirements (legal, political, local resources, landowners, other agencies, land use, etc.)
- 
- ☐ The State EOC will be the single point for all orders of Mobilization Resources and support.
  - ☐ Maintenance of existing good relations with the host fire service agency: \_\_\_\_\_, Chief \_\_\_\_\_ is a must. Develop a structure protection plan and implement the plan into the daily Incident Action Plans.
  - ☐ Be cost conscious in all of your decisions. The easiest method may be the most costly. Manage the fire closely from a cost standpoint; be mindful of both the on-line and in-base camp activities. Make sure the financial package is in order and acceptable for the Washington State Patrol.
  - ☐ Be mindful of potential archaeological sites in the area. Notify the local BIA office of the fire. It will be their decision to send out an archaeologist to assist in protecting these sites.
  - ☐ Ensure that the cause of the fire is investigated. If the local agency doesn't have the expertise to conduct an investigation, notify the State Fire Marshal Office staff located at the State EOC and request an investigator.
  - ☐ Economy of force is to be utilized. Reduce resources when not needed. Be decisive and timely (i.e., Type 1 resource, excess team members).



**Washington State Patrol  
Agency Administrator In-Briefing  
State Fire Resource Mobilization  
2005 Mobilization Plan**

---

- ☐ Safety is your number one priority. I am personally concerned about the welfare of our fire force due to heat.
- ☐ Media – emphasize the cooperative effort of all the agencies involved.
- ☐ Make sure a final close out inspection is conducted with the local host fire jurisdiction.
- ☐ Call me on the phone at (\_\_\_\_\_)\_\_\_\_\_; with any significant happening on the fire, for example: escape, serious injury, or social/political issue.
- ☐ Call the State Fire Marshal staff located at the State EOC on the phone twice daily (between 9 a.m.- 10 a.m. and 6 p.m. and 7p.m. with a status report on the fire.



**Washington State Patrol  
Agency Administrator In-Briefing  
State Fire Resource Mobilization  
2005 Mobilization Plan**

---

This Page Intentionally Left Blank



# Model Agreements For Temporary Employment Of State Fire Mobilization Employees Form

## 2005 Mobilization Plan

### TEMPORARY EMPLOYMENT AGREEMENT

#### Intent of Agreement

It is the intent of this Agreement that a temporary employment relationship between the Employer and the Employee named herein below be established and documented for the sole and exclusive purpose of having that relationship exist only in instances when the Employer tasks the Employee to respond to a Washington State fire resource mobilization in accordance with the provisions of the Washington State Fire Services Resource Mobilization Plan.

**Whereas**, major emergency incidents may result in the state mobilization of fire resources as provided by the Washington State Fire Services Resource Mobilization Plan; and

**Whereas**, the Employer has committed to provide fire resources to state mobilization efforts; and

**Whereas**, the Employee is a qualified firefighter who may be available for assignment by Employer to a state fire resource mobilization;

**Therefore**, it is hereby agreed by and between \_\_\_\_\_ (Employer) and \_\_\_\_\_ (Employee) as follows:

#### Temporary Employment

Employee agrees to be employed by the Employer as a temporary firefighter, if and as available, to respond and act as such when called upon by the Employer for the sole purpose of responding to authorized Washington State fire resource mobilization events in accordance with the terms and conditions of the Washington State Fire Services Resource Mobilization Plan.

#### Term of Temporary Employment

Such employment shall only be effective for the period of time that fire resources are committed to a fire resource mobilization by the Employer. Each fire resource mobilization shall constitute a separate event and a potential separate period of temporary employment.

#### Wages

Employee shall be paid by the Employer the prescribed hourly wage rate for the position worked at the state fire mobilization incident as set forth by the Employer or in the current Washington – Oregon Interagency Rate Schedule as amended and adopted by the Washington State Association of Fire Chiefs.

#### Benefits

Employee shall receive no Employer-provided benefits other than Employer-provided insurance as required by law.

Employee shall be reimbursed for work-related direct expenses as allowed by the Employer and reimbursable to the Employer by provision of the Washington State Fire Services Resource Mobilization Plan.





## Model Agreements For Temporary Employment Of State Fire Mobilization Employees Form

### 2005 Mobilization Plan

---

#### Employment Status

The Employee acknowledges that employment under this Agreement is temporary only, for the sole purpose of providing adequate resources to the Employer for participation in state fire resource mobilization. The Employee has and asserts no right to permanent employment with The Employer, or bargaining unit member status or rights with any bargaining unit that has a labor agreement with Employer.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date



# Model Agreements For Temporary Employment Of State Fire Mobilization Employees Form

2005 Mobilization Plan

## LETTER OF UNDERSTANDING

BETWEEN

IAFF LOCAL \_\_\_\_\_

AND

\_\_\_\_\_  
**FOR TEMPORARY STATE FIRE MOBILIZATION EMPLOYEES**

The parties to this Letter of Understanding are **IAFF LOCAL** \_\_\_\_\_ ("Union") and

\_\_\_\_\_  
("Employer").

In accordance with the provisions of Chapter 41.56 RCW, and the current Collective Bargaining Agreement between the parties:

- The District recognizes the Union as the exclusive bargaining representative for the uniformed personnel of the District.
- This Letter of Understanding sets forth the terms and conditions of agreement that differ from or amend those of the current Collective Bargaining Agreement.

**Whereas**, major emergency incidents may result in the mobilization of fire resources as provided by the Washington State Fire Services Resource Mobilization Plan; and

**Whereas**, the Employer has committed to provide fire resources to state mobilization efforts; and

**Whereas**, the Employer wishes to engage qualified temporary employees for assignment to state fire mobilization incidents; therefore

**It is Hereby Agreed:**

### Temporary Firefighter Employees for State Fire Mobilization Incidents

Employer may engage temporary employees as firefighters tasked to major incidents declared in accordance with the provisions of the Washington State Fire Services Resources Mobilization Plan. Such employment shall only be effective for the period of time that fire resources are committed to a state fire resource mobilization incident by the Employer. Each state fire resource mobilization shall constitute a separate event and a potential separate period of temporary employment.

### Status of Temporary Firefighter Employees

Temporary employees engaged as firefighters tasked to a state fire resource mobilization shall not be either members of or represented by the Union during any term of such temporary employment. No provisions of the current Collective Bargaining Agreement between Employer and Union shall apply to such temporary employees, who shall pay no union dues and have no rights or privileges under said Collective Bargaining Agreement.

\_\_\_\_\_  
Union Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date



## **Model Agreements For Temporary Employment Of State Fire Mobilization Employees Form**

**2005 Mobilization Plan**

---

This Page Intentionally Left Blank



**Compensation of Full-Time FLSA-Exempt Personnel  
For State Fire Mobilization Assignments  
Form  
2005 Mobilization Plan**

---

**R E S O L U T I O N**

**Compensation for Special Non-District Emergency Assignments**

**WHEREAS**, the fire services within the State of Washington are the primary emergency response to all kinds of emergency and disaster situations; and

**WHEREAS**, provisions have been or may be made at the local, regional, and state levels for fire services response commensurate with the demands of the situation; and

**WHEREAS**, fire resources from non-host jurisdictions may be called through mutual aid and other agreements, and may be further supplemented by additional fire resources mobilized by the State of Washington pursuant to the State Fire Services Mobilization Act, Chapter 38.54 RCW; and

**WHEREAS**, the personnel and equipment of \_\_\_\_\_ County Fire Protection District \_\_\_\_\_ may be called to respond to emergency or disaster situations outside of the District by special agreement or by a mobilization request by the State of Washington, including personnel exempt from state and federal overtime compensation laws; therefore be it

**RESOLVED** by the Board of Commissioners of \_\_\_\_\_ County Fire Protection District \_\_\_\_\_ as follows:

1. The response of exempt personnel of the District to major emergency incidents outside of the jurisdictional boundaries of the District is recognized and deemed to be in the best interest of the District, the region, and the state.
2. Compensation should be paid to exempt personnel who respond to major emergency incident situations commensurate with the time, duties, and responsibilities of the work undertaken in such circumstances.
3. The Board of Commissioners of the District may authorize and grant, in its sole discretion, a special duty bonus to any exempt employee of the District as compensation for special emergency assignments not performed on behalf of the District.
4. The form and amount of special duty bonus shall be at the sole discretion of the Board of Commissioners.
5. Reimbursement of any special duty bonus granted in accordance with this Resolution shall be sought from or through the State of Washington when there are provisions for such reimbursement by either agreement or law.
6. This Resolution and all provisions hereof shall and are hereby declared to be effective \_\_\_\_\_.

**RESOLUTION** adopted in regular meeting this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.



**Compensation of Full-Time FLSA-Exempt Personnel  
For State Fire Mobilization Assignments  
Form  
2005 Mobilization Plan**

---

**FIRE DISTRICT POLICY**

**Compensation for Special Non-District Emergency Assignments**

The response of exempt personnel of the District to major emergency incidents outside of the jurisdictional boundaries of the District is recognized and deemed to be in the best interest of the District, the region, and the state.

Full time employees of the District responding to and participating in state fire resource mobilization shall remain employees of the District, and shall be compensated as prescribed by the current Salary and Benefit Program for Full Time Staff Personnel or the current agreement between the District and IAFF Local \_\_\_\_\_ as applicable.

Reimbursement of special assignment compensation expense shall be sought from or through the State of Washington when there are provisions for such reimbursement by either agreement or law.

**FIRE DISTRICT STAFF SALARY AND BENEFIT PROGRAM**

**Special Compensation for State Fire Mobilization Service**

The Board of Commissioners of the District has declared that participation in state fire mobilization pursuant to the *Washington State Fire Services Resource Mobilization Plan* is in the best interest of the District.

**Exempt district personnel** responding to and participating in state fire mobilization shall remain employees of the District at all times. They may be granted special extra hourly compensation for all extra hours as follows:

Fire Chief	\$ _____
Assistant Chief	\$ _____
Deputy Chief	\$ _____
Division Chief	\$ _____

This special compensation provision is made in recognition of the special requirements and duties of their state fire mobilization assignments, and is subject to the review and approval of the Board of Commissioners.

**Non-exempt District personnel** responding to and participating in state fire mobilization shall remain employees of the District at all times, and shall be paid their usual regular or overtime rates for all hours pursuant to normal and usual compensation procedures.